



MC200 Relay

Checklist



I hope this will serve as a final checklist for items that might be overlooked in the final preparations.

Let me begin with thanking all of you for supporting our event. We have exceeded our initial expectations and we are promising to make this relay an enjoyable and fun event.

With that said let's get to it.

Safety Check In / Packet Pick Up Information:

Be there 1-2 Hours before your Start Time!

Location: Sheridan Inn, John Nolan Dr. Take the John Nolan Drive Exit North off of 12/18.

Dates / Times: Thursday, June 10th 5 p.m. to 9 p.m.
Friday, June 11th 5 a.m. to 4 p.m.



Procedure for Safety Check-in and Packet Pickup.

- All team information will be posted inside of the Packet Pickup area (1st Fl). The following information will be present.
 - Team Listing by #
 - Team Listing by Name
 - Team Listing by Relay Category
 - **Team Start Time. Please pay close attention to the time. If you miss your start time, you have to start with the next wave but your clock had already started.**

Safety Check in: you must first pass this before you can pick up your packets. **It must all be operational.**

Mandatory Safety Meeting for Van 1 personnel at start. Van 2 personnel Meeting at TA #6.

CAPTAINS: Read and understand “Have Fun” Section in the Relay Handbook.



Mandatory Safety Equipment. --MUST HAVE TO START THE RELAY

- VAN CELL PHONE NUMBERS (1 ea. / VAN)
 - **Also... make sure you have CHARGERS for the phones.... PHONES will roam at times.... So KEEP YOUR BATTERIES CHARGED!!!**
- Reflective and Illuminated Vest (4ea.Binkers front and back work well): (6 Ea.)
- Race Handbook and Course Maps: (2 Ea.)
- Flashlights or Head lamps: (2 ea.): Transfer Area Managers will be requiring check-off of these items.
- Signed Waivers.

Packet Pickup: Team captains only.

Captains must present the verification of safety check before he can pick up Packet.

Items in the packet

- All race numbers
- Wrist Baton
- Safety Pins
- Transfer Area Log in sheets



Once you have received your packet you are set to go. **Teams should have their first runners in the starting area 15 minutes before start.**

Transfer Area Support Manning:

- **ARES COMMUNICATION- At all sites.** They will serve as the communication link for the relay. They will have access to the following:
 - **All emergency services**
 - **All Support vans**
 - **All runners on Course**
 - **All up to date weather information**
 - **Race Staff**
 - **All law enforcement agencies**

- **TA Managers- Not all sites will have managers.**
- **Volunteer support- Not all sites will have support.**



I will be requiring all teams to log their transfer times on the provided sheets. These will be turned in at the completion of the event and compared with the on-course time sheets.

On-Course Markings :

I will have the course marked with directional arrows placed on Street signs, telephone poles, Trees, and on anything else that will support them. They will be placed about 6 feet off the ground. All turns will be marked with multiple arrows. **KNOW THE COURSE.... SIGNS MAY DISAPPEAR DURING THE EVENT!!!**

The arrows will be RED on WHITE boards. I will have samples at packet pickup.

USE COMMON SENCE. if there is a sidewalk to run on, please do so. There will be areas where you will have to run on the shoulder. Use Caution. Remember this is an open course OBEY ALL TRAFFIC SIGNALS. You will be well lit but I am



sure the last thing a car will expect at 2 A.M. in the morning are **runners on the road!!**

Suggestions, thoughts and comments:

- The event is for fun. Yes, there will be some competitive teams but for the most part everybody is just going to have fun.
- Teams are on the honor system at TA that are not volunteer manned. Log your time accurately and make sure the ARES operators know your team number.
- Please keep the noise down at the late night residential TA's.
- Vans may not shadow runners late at night. You can leap frog but their might be another runners near you so please proceed with caution.
- On trails at night, you may want to jump the van ahead to the cross streets and wait for the runner to come to you. Or another runner may run along side.
- The inactive vans should move to their next exchange area so runners may get out and relax or sleep during the down time.
- If you decorate your vans please keep it in good taste.
- Thanks all support personnel.
- Drive carefully in the TA's.
- DO NOT Crowd the Exchange Zone.
- Communicate to the Volunteers at the site with you team information.
- Clothing: be prepared for almost anything. COLD, WET, HOT,
 - Sunscreen.
 - **Toilet Paper-Porta Potties will run out**
 - Light clothing.
 - 2 pairs of shoes.
 - Changes of running apparel.



- SOCKS.
- Hats.
- Sunglasses.
- Plastic bags for the worn/wet clothing.
- Warm clothing for the cool evenings.
- Sleeping bag and or blanket with pad.

TA / VTA Features:

FOOD / SLEEP / SHOWER AREAS:

TA 12: Food and Sleep

TA 14: Showers

TA 18: Food, Sleep, and showers.

TA 24: Food and Sleep.

TA 31: Food and Showers

Finishing the Relay:

If you so choose, your entire team, driver included may cross the finish area together.

Post Race Events: 10a.m. to 6 P.M.

- Food and drink provided—sorry no beer!



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Race Checklist
